

U. S. Department of the Interior

and

U.S. Department of Agriculture, Forest Service

Aviation Management Council

CHARTER

The Department of the Interior (DOI) and the Department of Agriculture, Forest Service (FS), have a mutual interest in aviation resources and their use in resource management missions. It is imperative that common policy be established to provide coordinated and non-conflicting aviation management.

Purpose

This Charter: (a) establishes an Interagency FS/DOI Aviation Management Council (AMC); (b) defines the agency representatives appointed to the Council to coordinate policy formulation, approval and implementation; and (c) defines those authorities and processes necessary for achieving coordinated aviation policy.

Authority

This Charter is established under the intent of the DOI/USDA-FS Memorandum of Understanding (aviation agreement) signed by the USFS Chief and the DOI Assistant Secretary (PMB) effective March 1, 1996. Upon approval of this Charter the National Fire Aviation Coordinating Group Charter is abolished. All records and existing business from the NFACG will become the responsibility of this Council.

Membership

The agency representatives who serve as the Council, and are authorized to execute the conditions of this Charter are:

FS Assistant Director, Aviation

DOI Director, Office of Aircraft Services

Other membership: The Council may assign work to technical specialists, organize work groups, appoint standing committees and/or otherwise acquire resources and provide

the oversight as is deemed necessary to fulfill the intent of this Charter. The Council will charter and disband aviation committees, working teams and/or oversight teams as necessary.

Functions and Responsibilities

Each agency will:

- Fully implement, throughout each agency, the policies approved through this process.
- Ensure that all groups proposing to address an interagency aviation matter, which is national in scope, receive charter authority from the Council.

The Aviation Management Council will:

- Assure the policy formulation and approval processes are compliant with the FS and DOI internal directives.
- Identify and resolve policy discrepancies which hinder coordinated aviation functions between the agencies.
- Assure policy formulation includes participation at the respective agency field level offices.
- Assure a coordinated release of new approved policy occurs simultaneously within each agency.
- Recognize formally organized groups and/or committees impacted by USDI/FS aviation policy and assure coordination and review opportunities are provided.
- Serve as a focal point to review legislative issues as the subject(s) demand, with the results communicated through appropriate agency channels.
- . Update, at least annually, the Operations Plan developed to track coordinated efforts

The Aviation Operations Oversight Team:

An Aviation Operations Oversight Team will be appointed by the AMC to coordinate the development of standard interagency procedures and policy for the operational aviation activities common to both agencies. Subjects of responsibility will include pilots, crewmembers, aircraft, and mission management and support processes. Planned annual activities will be outlined in an Annual Operations Plan. To expedite their responsibilities the Aviation Operations Oversight Team will:

- Identify the need for aviation operations committees and recommend an appropriate charter and tenure to the Council.
- Recommend committee membership to the Council.
- Review committee work and recommend the adoption of policy decisions to the Council.
- Provide guidance and advice to the aviation operations committees.

The Business Management Oversight Team:

A Business Management Oversight Team will be appointed by the AMC with the objective to coordinate an annual operations plan defining aviation business management activities where joint or shared actions will benefit both agencies. To expedite their responsibilities the Business Management Oversight Team will:

- Identify the need for business management aviation committees and recommend an appropriate charter and tenure to the Council.
- Recommend committee membership to the Council.
- Coordinate the support mechanisms necessary to successfully blend business management activities.
- Make action recommendations to the Council regarding integrated business processes.

The aviation committees will:

- Have members who represent their organizations as national representatives for the subject committee.
- Provide the highest, professional, aviation management input to the tasks at hand as defined in their charter.

- Function in strict accordance with the direction given them by the Oversight Team.
- Keep written notes of all meetings, which will be shared with the Oversight Team.
- Prior to publication or change, receive approval from the Council on all committee products intended for field use, e.g. guides, pamphlets, videos, etc.
- Ensure all committee products are not less restrictive than subject policy established by either the FS or DOI.
- Establish sub-committees as needed with prior approval of the appropriate Oversight Team.

Organization and Structure

- Decisions will be made by mutual concurrence of the Council members.
- One member will serve as the primary contact, coordinate meetings, keep the official records, and provide for secretarial support.
- The primary contact will be decided upon through mutual agreement of the members and may change when the circumstances warrant, as determined by the members.

Meetings and Reports

- Meetings will be on an as-necessary basis.
- Maintain formal minutes of the meetings and a decision log reflecting implementation of policy changes.
- Publish the minutes and place on an Internet site for general access.

Operating Costs

Both parties agree to provide support to this Council, and its activities, from their individual agencies at no cost to the other unless specific agreement for such exchange of funds is arranged.

Effective Date and Implementation Agreement

This Charter becomes effective when signed and may be terminated by either party by formal notification to the other party.

Recommended by:

/s/ Elmer J. Hurd Date 10/23/98
Director, OAS

/s/ Pat J. Kelly Date 11/10/98
Asst. Director, Aviation

/s/ Harry Croft Date 11/9/98
Acting Director, Fire and Aviation Mgt.

Approved by:

/s/ Paul A. Denett Date 11/2/98
Director of Administration

/s/ Phil Janik Date 11/18/98
USFS Deputy Chief, S&P